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**Introduction** The Recreation Trails Program (RTP) was signed into law in 1991 as part of the Intermodal Surface Transportation Efficiency Act of 1991 and was re-authorized in 1998 under the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21). RTP provides for the transfer of federal gas taxes paid on fuel used in off-highway vehicles used for recreational purposes. The funds are to be used to assist local communities and trail groups in the development, maintenance or rehabilitation of recreational trails. These trails may be motorized, non-motorized, multiple use or compatible use trails.

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**How to Use This Guide** This guide is arranged into 5 major sections and is color coded for easier use.

*Printed on White Paper* ☐ General information on the National Recreation Program and who to contact for information.

*Printed on Green Paper* ☐ Information on eligibility of sponsors and projects.

*Printed on White Paper* ☐ Information on applications and grant awards.

*Printed on Green Paper* ☐ Information on financial responsibility of sponsor.

*Printed on White Paper* ☐ Appendix.

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**DNR Contacts** For RTP trail grant information contact the region community services specialist:

*For further information and assistance in preparing project applications. A full size diagram describing the regional structure is found in the appendix.*

Northern Region  
Diane Conklin  
810 W. Maple Street  
Spooner, 54801  
(715) 635-4130

Northern Region  
Pat Zatopa  
107 Sutliff  
Rhineland, 54501  
(715) 365-8928

Western Central Region  
Lavane Hessler  
1300 Clairemont Ave.  
P.O. Box 4001  
Eau Claire, 54702  
(714) 839-3751

Northeast Region  
Jeff Pagels  
1125 N. Military Ave.  
P.O. Box 10448  
Green Bay, 54307  
(920) 492-5821

South Central Region  
Stefanie Brouwer  
3911 Fish Hatchery Rd.  
Fitchburg, 53711  
(608) 275-3218

Southeast Region  
Tom Blotz  
2300 N. Dr. Martin Luther King  
Milwaukee, 53212 Jr. Dr.  
(414) 263-8610

<b>Who is Eligible to Apply?</b>	Towns, villages, cities, counties, tribal governing bodies, school districts, state agencies, federal agencies or incorporated organizations are eligible to apply for funds. Incorporated organizations are those that are incorporated under ch. 181, Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities.
<b>What are the Levels of Assistance?</b>	Eligible sponsors may receive a grant for up to 50% of the total project costs of a recreational trail project.  <i>Please Note</i> While the federal law allows sponsors to receive up to 80% cost sharing, the State Trails Council has approved a 50% cost-sharing limit.  <i>Please Note</i> In addition to the sponsor match consisting of cash payments, the sponsor may utilize donations of labor, materials, services and land to act as the non-Federal cost share.  <i>Please Note</i> RTP funds may only be used on trails which have been identified in or which further a specific goal of a local, county or state trail plan included or referenced in a statewide comprehensive outdoor recreation plan required by the federal Land and Water Conservation Fund Program (LAWCON).
<b>What are the Priorities for Funding?</b>	The priorities for motorized, non-motorized or compatible/multiple use trails is (in order of descending priority): rehabilitation of existing trails, trail maintenance, trail development and lastly trail acquisition.
<b>How are the Funds Allocated?</b>	After a deduction of 12% of the state's allocation of RTP funds for safety programs and administration, the balance of the allocation is divided up as follows: <ul style="list-style-type: none"><li>• 30% for projects relating to motorized trail recreation.</li><li>• 30% for projects relating to non-motorized trail recreation.</li></ul> <i>Please Note</i> For both motorized and non-motorized trail projects, 80% of the amounts will be available for locally sponsored projects and 20% will be available for department trail projects. <ul style="list-style-type: none"><li>• 40% for projects relating to compatible use or multiple use trail recreation.</li></ul> <i>Please Note</i> For compatible/multiple use projects, 50% of the amounts available will be available for locally sponsored projects and 50% for department trail projects.

## EIGIBILITY

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### **What Types of Projects Are Eligible?**

Projects eligible for RTP funding include:

- ✓ Maintenance and restoration of existing trails.
- ✓ Development and rehabilitation of trailside and trailhead facilities and trail linkages.
- ✓ Construction of new trails (\*with restrictions for new trails on Federal lands).
- ✓ Acquisition of easements or property for trails.

\*Construction of new trails crossing federal lands only where permissible under other law, necessary and required by a statewide comprehensive outdoor recreation plan, approved by the department and the administering federal agency and consistent with applicable federal land management plans and policies.

#### *Please Note*

For sponsors who are considering a land acquisition project, please do not proceed until you have contacted the appropriate regional community services specialist. Land acquisition projects must proceed in accord with state or federal relocation or real property acquisition rules and regulations. This process can be complicated and the established sequence of events must be followed in order for the sponsor to be eligible for reimbursement.

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### **Are there Ineligible Projects?**

Recreational Trails Program funds may not be used for any of the following:

- Condemnation of any type of interest in property or property acquired prior to the approval of a grant agreement.
- Administrative costs of acquiring lands including the cost of appraisal, relocation payments, title insurance and recording fees are not eligible costs for reimbursement.
- Construction of any motorized trail on national forest lands unless either: (1) the lands have been allocated for uses other than wilderness by an approved forest land and resource management plan approved by the U.S. forest service or has been released to other than wilderness by act of congress, and (2) the construction is consistent with management direction in the approved national forest land and resource management plan.
- Upgrading or otherwise facilitating motorized use or access to trails predominately used by non-motorized trail users and as of May 1, 1991, motorized use is either prohibited or has not occurred.
- Engineering cost incurred prior to approval of a grant agreement are not eligible costs for reimbursement.

## How to Prepare Your Application

The checklist below and the discussion that follows will take you through the necessary steps for preparing a successful project application.

1. Contact Your Community Service Specialist
  - ❑ Discuss your project idea and plans. Land acquisition projects will involve additional documentation and an established sequence of events must be followed in order for you to be eligible for reimbursement.
2. Prepare Your Application
  - ❑ Complete Form 8700 – 191, *Wisconsin's Application for ADLP...and Recreation Trails Program*. You should complete the form, provide a comprehensive project narrative, locator map and include site and/or construction plans as appropriate.
  - ❑ Attach a copy of the officially adopted resolution.
  - ❑ Complete Form 8700 – 14, *Cost Estimate Worksheet*.
  - ❑ For incorporated organizations, attach articles of incorporation.
  - ❑ Contact your community service specialist if you have any questions.
3. Forward your completed application and any supporting materials to your regional community services specialist by the May 1 deadline to be eligible for summer grant awards.

## Application Requirements

### ❑ Official Resolution

*See the sample resolution in the Appendix*

The official resolution adopted by the sponsor must:

- Formally request financial assistance by the sponsor.
- Authorize a representative to act on behalf of the sponsor to sign documents and take necessary action to complete the proposed project.
- Resolve that the applicant will meet the financial obligations of the grant.

- ☐ **Detailed Project Description** A detailed description of the proposed trail project, including site and/or construction plans where appropriate, keying in on those characteristics that will be involved in the evaluation of the project.

*Please note* Sponsors who plan on using the value of donated labor, materials, equipment, services or land as all or part of the local cost share must establish and identify these amounts as part of the application submitted to the Department. The maximum value of donated labor is \$5.00 per hour. The value of donated equipment will conform to the Wisconsin Department of Transportation county highway rates for equipment. The value of donated materials and services must conform to market rates and be established by invoice. The value of donated land must be determined by a Department approved appraisal.

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- ☐ **Cost Estimate Worksheet** This will detail the cost of the various trail project components.
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**What Happens to your Application?** Regional staff will review your application for completeness and may request more detailed information. The application will be considered complete when the additional information is received and all questions or comments have been resolved.

**Please note** There may be State Laws or Federal Executive Orders which may affect your project: for example, Historic Preservation, Americans with Disabilities Act, Endangered Species, Water Regulatory Permits, Farmland Preservation, Wetland Preservation, and Construction Erosion Control. The Community Services Specialist will discuss the compliance of these laws or orders with you before your project is approved.

Regional staff review and rank the eligible projects using a ranking tool developed in cooperation with the State Trails Council. A copy of this ranking tool is found in the Appendix. After ranking within each Region, the projects are then combined in a statewide priority listing. Projects which rank the highest will be funded to the extent that funds are available. The regional community services specialist will notify all grant applicants as to whether their application will be funded. **Applicants should not start project activities until they have received a signed project agreement from the department.**

### Project Ranking Priorities

The following factors will be used by the department in assigning priorities for motorized, non-motorized and compatible/multiple use trail projects.

1. For motorized trail projects:

- demonstration by sponsor of their ability to carry out such a trail project successfully.
- the degree to which the trail project will promote safe trail use.
- the degree to which the trail project will utilize volunteer or non-traditional labor and donations of materials and equipment.
- will the trail provide for more than one motorized activity?
- will the trail provide for year around trail use?
- will the trail link with other trails to form a trail system or lead to a trail system?
- is the trail located on lands where control of the trail corridor is long term?

2. For non-motorized trail projects:

- demonstration by sponsor of their ability to carry out such a trail project successfully.
- The degree to which the trail project will promote safe trail use.
- The degree to which the trail project will utilize volunteer or non-traditional labor and donations of materials and equipment.
- whether the trial project is located close to high population areas.

3. For compatible or multiple use trail projects:

- The degree to which the trail project will promote safe trail use.
- The degree to which the trail project will utilize volunteer or non-traditional labor and donations of materials and equipment.
- The trail project will provide for the greatest number of compatible trail uses.
- The trial project will provide for the greatest number of other outdoor recreational uses in addition to trail use.
- The trail project will resolve conflict between historically conflicting trail uses.
- The trail project will provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized trail use.
- the trail project is located close to high population areas.

### Important!

It is necessary that all projects comply with the Americans With Disabilities Act (ADA) as well as other federal civil rights regulations. This act requires that all aspects of each project be accessible to and usable by disabled citizens. The intent is to enable disabled citizens to participate in outdoor recreation activities in a way that parallels as closely as possible the participation of non-disabled citizens.

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**Project Grant Awards** Upon approval of your project, you will receive a signed contract from the Department outlining the approved project scope, project period and project amount. **Read your contract carefully. It contains conditions that govern your project.** The individual authorized by resolution should sign one copy of this contract and return it to the appropriate regional community services specialist. The remaining copy should be maintained in your project files.

**Caution!!** **Costs incurred prior to the date of the signed contract approval by the Department will not be eligible for reimbursement.**

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**Changes to the  
Project Contract  
*Amendments***

Requests for changes in the project contract in either the scope of the work, project period, or approved project amount must be submitted in writing to the regional CSS before the project end date expires.

Requests for additional time must indicate why the project cannot be completed by the end date and be accompanied by a status report.

Requests for the addition or deletion of scope items to a project must justify the need for more or less scope and be accompanied by a revised cost estimate worksheet. Requests for changes in scope must be made prior to undertaking any changes in project activity.

Requests to amend project costs may be submitted when project activity costs are higher than estimated or when a work activity is expanded. Requests for additional money are also dependent on money being available.

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**Bidding** For trail activities that encompass public construction, local government sponsors must comply with state bidding and contracts. Local governmental sponsors should check with their corporation counsel on current bidding thresholds and notice standards involving public construction activities.

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**Disadvantaged Business Enterprise (DBE)** As a recipient of federal funds, project sponsors are obligated to take affirmative steps to make DBE 's aware of project activities that are subject to public bidding or requests for proposals (RFP) for professional services. Sponsors will be provided appropriate reference materials to undertake these affirmative notice activities.



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**Financial Administration**

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**Financial Administration  
During the Project**

*Grantee's Responsibilities*

The fiscal controls and accounting procedures used to record project costs and state grant receipts are based on generally accepted accounting standards and principles. You must:

- ✓ Establish a separate account for project expenditures.
- ✓ Itemize all project expenditures in sufficient detail to the exact nature of the expenditure and provide evidence of that expenditure.
- ✓ Maintain payroll vouchers for force account salaries and wages. Daily timesheets or "logbooks" should be filled out by all county employees working on a trail project. All time associated with the project needs to be clearly documented. Actual fringe benefits paid as part of direct labor costs are eligible expenses for all governmental sponsors.
- ✓ Maintain daily timesheets or "logbooks" of all individuals performing maintenance activities showing hours worked and a description of the activity. The Department establishes labor rates for non-grooming maintenance performed by individuals.
- ✓ Cross-referencing of each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, cash register slip, etc. These supporting documents should contain the signature of the individual authorized to approve such expenditures.
- ✓ Maintain daily records of equipment actually used on the project. These daily records must show the type of equipment used, actual hours of use and type of work for which the equipment was used. The time equipment is at the job site but not in use (idle time) is not eligible.
  - For equipment such as trailers, trucks, etc., allowable rates are established annually in the county's agreement on equipment rates with the Wisconsin Department of Transportation.
  - For grooming equipment, allowable rates are established by the Department and periodically reviewed by the state trails council. A schedule of these rates is available from your DNR community services specialist.
  - For equipment not included above, the actual rate should be computed. The rate should include hourly depreciation and hourly operational costs. Any generally accepted method of computing depreciation which reflects acquisition costs, useful life and usage factors is acceptable.

**Claims for Reimbursement**

**Required Documentation**

**For All Claims**

Claims for payment will be on a reimbursement basis. To be eligible for reimbursement, all costs must be incurred within:

- the project time period shown on the contract.
- the scope of activity defined in the contract.
- the state aid project amount shown in the contract.

Claims must be submitted within six months of the project termination date.

For county sponsors, the financial audit of claims will take place as a part of each county's year end single audit. Counties are not required to submit financial documentation (invoices, cancelled checks, equipment or labor records) with their payment claim. After the single audit is completed, the Department may perform additional financial audits of these claims to supplement work done in the single audit.

For all non-county sponsored projects, the following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers.
2. Completed Department Reimbursement forms. Completion instructions are included on the forms.

Form 8700 – 11 *Reimbursement Claim*

Form 8700 – 13 *Reimbursement Claim Worksheet*

3. Copies of canceled checks (front and back) which support the cost claimed. If the bank does not return cancelled checks, a copy of the bank statement is acceptable. This extends to the cancelled checks of trail organizations making purchases and being reimbursed by the sponsor.
4. Vendor invoices which support the eligibility of the costs claimed. This extends to the original vendor invoices when trail organizations purchase materials and are then reimbursed by the sponsor.
5. Machine usage records that substantiate the use of each equipment item for which costs were claimed. These records should be kept on a daily basis and show the hours, dates, and project function for which the equipment was used.
6. Labor records supporting the hours worked, dates, and hourly rates of individuals working on trail maintenance activities.

All claims for reimbursement should be sent to your community services specialist. A Financial Handbook is available from your community services specialist to assist in the reimbursement process.

**How are reimbursement claims processed?**

The community services specialist reviews the claim for completeness and compliance with the project contract. If the claim is satisfactory, the community services specialist forwards it to the Department's Bureau of Finance for auditing and issuing the check.

**Audits**

The state has the right to audit or examine all books, paper, accounts, documents or other records of the sponsor as they relate to the project for which the program funds were granted.

All project records must be retained by the sponsor for a period of not less than 3 years after final payment or final disposition of audit findings.

The purpose of the audit is to check compliance with the terms of the project agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

Upon successful audit of project expenditures, the Bureau of Finance will arrange for the issuance of the appropriate check by the Department of Administration for reimbursement of eligible expenses.

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**When a project is not in Compliance with the Contract**

If the department finds that a project has not been satisfactorily completed by the end of the grant period or that the sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the sponsor.

**Regional Offices**

**Project Ranking Tool**



**State of Wisconsin  
Department of Natural Resources**

--- Regional Boundaries  
● Region Offices

The map displays the five regions of Wisconsin and their constituent counties:

- NORTHERN:** Douglas, Bayfield, Ashland, Iron, Vilas, Washburn, Sawyer, Price, Oneida, Forest, Florence, Burnett, Polk, Spooner, Barron, Rusk, Lincoln, Langlade, Marquette, St. Croix, Dunn, Chippewa, Taylor, Marathon, Wisconsin, Shawano, Door, Menominee, Green Bay, Brown, Manitowish, Winnebago, Winthrop, Adams, Jackson, Portage, Walworth, Outagamie, Dodge, Fond Du Lac, Sheboygan, Calumet, Manitowish, Waushara, Waubesa, Vernon, La Crosse, Monroe, Buffalo, Pepin, Hancock, Trempealeau, Grant, Crawford, Winona, Nicollet, Jackson, Lincoln, Douglas, Adams, Grant, Lafayette, Green, Rock, Walworth, Racine, Kenosha, Milwaukee.
- WEST CENTRAL:** Douglas, Bayfield, Ashland, Iron, Vilas, Washburn, Sawyer, Price, Oneida, Forest, Florence, Burnett, Polk, Spooner, Barron, Rusk, Lincoln, Langlade, Marquette, St. Croix, Dunn, Chippewa, Taylor, Marathon, Wisconsin, Shawano, Door, Menominee, Green Bay, Brown, Manitowish, Winnebago, Winthrop, Adams, Jackson, Portage, Walworth, Outagamie, Dodge, Fond Du Lac, Sheboygan, Calumet, Manitowish, Waushara, Waubesa, Vernon, La Crosse, Monroe, Buffalo, Pepin, Hancock, Trempealeau, Grant, Crawford, Winona, Nicollet, Jackson, Lincoln, Douglas, Adams, Grant, Lafayette, Green, Rock, Walworth, Racine, Kenosha, Milwaukee.
- NORTHEAST:** Douglas, Bayfield, Ashland, Iron, Vilas, Washburn, Sawyer, Price, Oneida, Forest, Florence, Burnett, Polk, Spooner, Barron, Rusk, Lincoln, Langlade, Marquette, St. Croix, Dunn, Chippewa, Taylor, Marathon, Wisconsin, Shawano, Door, Menominee, Green Bay, Brown, Manitowish, Winnebago, Winthrop, Adams, Jackson, Portage, Walworth, Outagamie, Dodge, Fond Du Lac, Sheboygan, Calumet, Manitowish, Waushara, Waubesa, Vernon, La Crosse, Monroe, Buffalo, Pepin, Hancock, Trempealeau, Grant, Crawford, Winona, Nicollet, Jackson, Lincoln, Douglas, Adams, Grant, Lafayette, Green, Rock, Walworth, Racine, Kenosha, Milwaukee.
- SOUTHWEST:** Douglas, Bayfield, Ashland, Iron, Vilas, Washburn, Sawyer, Price, Oneida, Forest, Florence, Burnett, Polk, Spooner, Barron, Rusk, Lincoln, Langlade, Marquette, St. Croix, Dunn, Chippewa, Taylor, Marathon, Wisconsin, Shawano, Door, Menominee, Green Bay, Brown, Manitowish, Winnebago, Winthrop, Adams, Jackson, Portage, Walworth, Outagamie, Dodge, Fond Du Lac, Sheboygan, Calumet, Manitowish, Waushara, Waubesa, Vernon, La Crosse, Monroe, Buffalo, Pepin, Hancock, Trempealeau, Grant, Crawford, Winona, Nicollet, Jackson, Lincoln, Douglas, Adams, Grant, Lafayette, Green, Rock, Walworth, Racine, Kenosha, Milwaukee.
- SOUTHEAST:** Douglas, Bayfield, Ashland, Iron, Vilas, Washburn, Sawyer, Price, Oneida, Forest, Florence, Burnett, Polk, Spooner, Barron, Rusk, Lincoln, Langlade, Marquette, St. Croix, Dunn, Chippewa, Taylor, Marathon, Wisconsin, Shawano, Door, Menominee, Green Bay, Brown, Manitowish, Winnebago, Winthrop, Adams, Jackson, Portage, Walworth, Outagamie, Dodge, Fond Du Lac, Sheboygan, Calumet, Manitowish, Waushara, Waubesa, Vernon, La Crosse, Monroe, Buffalo, Pepin, Hancock, Trempealeau, Grant, Crawford, Winona, Nicollet, Jackson, Lincoln, Douglas, Adams, Grant, Lafayette, Green, Rock, Walworth, Racine, Kenosha, Milwaukee.

- - - - Regional Boundaries  
 ● Region Offices

# RECREATIONAL TRAILS PROGRAM PROJECT RATING QUESTIONS (NR 50.21, Wis. Adm. Code)

Project will qualify as:      ☐ **Motorized**      ☐ **Non-motorized**      ☐ **Diversified**

Select all applicable answers per question. Maximum point value for each section is given at the end of each main question. Some sections may be left unanswered thereby leaving zero values.

## A. PLANNING CONSIDERATIONS

### 1. **Is the project supported by or included in a:**

Maximum pts. (3)

The project is specifically referenced as a project to be implemented in the Local, Regional, or Statewide Recreation Plan

- |  |            |
|--|------------|
| a) Local Recreation Plan? (1)            | Pts. _____ |
| b) Regional Recreation Plan? (1)         | Pts. _____ |
| c) Statewide Recreation Plan (SCORP) (1) | Pts. _____ |

## B. PROJECT CONSIDERATIONS

### 1. **Is the trail sited on suitable soils and grades, designed to prevent erosion and suitably mitigated in problem areas?**

Maximum pts. (1)

Pts. \_\_\_\_\_

The trail must be laid out in a manner which will result in the least amount of erosion problems by following topographical contours, and placing the trail on stable soils. The trail must be designed to eliminate soil erosion problems and when necessary catch soil erosion run-off through the trail design.

### 2. **Does the project involve the acquisition, development or maintenance of a trail on an abandoned rail corridor?**

Maximum pts. (1)

Pts. \_\_\_\_\_

The trail is located on an abandoned railroad corridor

### 3. **Does the project provide for adaption or innovation that provide increased opportunities for people with disabilities?** Maximum pts. (1)

Pts. \_\_\_\_\_

The trail design and trail project must create an opportunity for new and different ways for disabled populations to use the trails

**FOR THE FOLLOWING SECTIONS, ANSWER QUESTIONS ONLY IN THE SECTION(S)  
WHICH DESCRIBES YOUR PROJECT (Motorized, Non-motorized, Multiple/Compatible)**

**C. MOTORIZED PROJECTS**

**1 Is the type of trail project:**

Choose one only, Maximum pts. (8)

The trail is placed in a category listed below. Only one category can be chosen.

- a) Rehabilitation? (8)
- b) Maintenance? (7)
- c) Development (4)
- d) Acquisition (1)

Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_

**2. Can the Sponsor demonstrate the ability to carry out a trail project? Maximum pts. (1)**

Pts. \_\_\_\_\_

The Sponsor must describe in the narrative how and with what type of funds the project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project.

**3. Will the project promote safe trail use?**

Maximum pts. (5)

- a) Trail does not use any roadway or road right-of-way. (3)

Pts. \_\_\_\_\_

The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.

- b) Trail does not contain any at-grade roadway crossings or roadway bridges. (2)

Pts. \_\_\_\_\_

The trail will not cross roadways or road bridges nor does the trail use any part of the road or road shoulder.

**4. Does the project contain donations or volunteer labor? Maximum pts. (3)**

- a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2)

Pts. \_\_\_\_\_

Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.

- b) A minimum of 25% of the total project cost is provided through donations or volunteer labor. (1)

Pts. \_\_\_\_\_

A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.



**5. Does the trail provide for more than one motorized activity?**

Maximum pts. (4)

- a) Trail provides for more than one motorized use at the same time. (2) Pts. \_\_\_\_\_

The trail must accommodate two different types of motorized activities at the same time. An example would be a trail that allows ATV and fourwheel drive vehicles on the trail at the same time.

- b) Trail provides for more than one motorized use during different seasons. (2) Pts. \_\_\_\_\_

The trail shares uses depending on the season. An example would be motorcycle use in the spring, summer, and fall and snowmobiling in the winter.

**6. Does the trail provide year around use?**

Maximum pts. (2) Pts. \_\_\_\_\_

Trail provides for motorized use for both winter and summer.

**7. Does the trail link with other trails to form a trail or lead to another trail system? Maximum pts. (3)**

- a) Trail links with other trails or leads to another trail system. (3) Pts. \_\_\_\_\_

The trail on which the project is located is connected to other trails and is not self contained.

- b) Trail continues the development of a trail that does not connect to other trails. (2) Pts. \_\_\_\_\_

The trail is self contained or a closed trail system.

**8. Is the trail project located on land where the control of the trail corridor is long term? Maximum pts. (3)**

- a) Trail is located on public land or private land with a minimum 20 year use period. (3) Pts. \_\_\_\_\_

Trails on private land must be protected with a 20 year easement.

- b) Trail corridor is on private land with a use period at least 3 years but less than 20 years. (2) Pts. \_\_\_\_\_

Trails on private land must be protected with an easement that is at least 3 years but less than 20 years.

#### D. NON-MOTORIZED PROJECTS

**1. Is the type of trail project:**

Choose one only, Maximum pts. (8)

The trail is placed in a category listed below. Only one category can be chosen.

- a) Rehabilitation? (8)
- b) Maintenance? (7)
- c) Development (4)
- d) Acquisition (1)

Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_

**2. Can the Sponsor demonstrate the ability to carry out a trail project? Maximum pts. (1)**

Pts. \_\_\_\_\_

The Sponsor must describe in the narrative how and with what type of funds the project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project.

**3. Will the project promote safe trail use? Maximum pts. (5)**

- a) Trail does not contain any roadway or road right-of-way. (3)

Pts. \_\_\_\_\_

The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.

- b) Trail does not contain any at-grade roadway crossings or roadway bridges. (2)

Pts. \_\_\_\_\_

The trail will not cross roadways or bridges at-grade.

**4. Does the project contain donations or volunteer labor? Maximum pts. (3)**

- a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2)

Pts. \_\_\_\_\_

Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.

- b) A minimum of 25% of the total project cost is provided through donations or volunteer labor. (1)

Pts. \_\_\_\_\_

A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.

**5. Is the trail project located close to high population areas? Maximum pts. (1)**

Pts. \_\_\_\_\_

Project severs a County population estimated to be over 50,000.

## E. MULTIPLE/COMPATIBLE USE PROJECTS

### 1. Is the type of trail project:

Choose one only, Maximum pts. (4)

The trail project is placed in a category listed below. Only one category can be chosen.

- a) Rehabilitation (4)
- b) Maintenance (3)
- c) Development (2)
- d) Acquisition (1)

Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_  
Pts. \_\_\_\_\_

### 2. Does the project contain donations or volunteer labor?

Maximum pts. (3)

- a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2)

Pts. \_\_\_\_\_

Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.

- b) A minimum of 25% of the total project cost is provided through donations of volunteer labor. (1)

Pts. \_\_\_\_\_

A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.

### 3. Will the project promote safe trail use? Maximum pts. (5)

- a) Trail does not use any roadway or road right-of-way. (3)

Pts. \_\_\_\_\_

The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.

- b) Trail does not contain any at-grade roadway crossings or roadway bridges. (2)

Pts. \_\_\_\_\_

The trail will not cross roadways or road bridges nor does the trail use any part of the road or road shoulder.

### 4. Does the trail provide for the greatest number of compatible trail uses? Maximum pts. (3)

Pts. \_\_\_\_\_

Trail allows four or more compatible uses.

### 5. Does the trail provide for the greatest number of outdoor uses in addition to trail use? Maximum pts (3)

- a) Trail provides access to four or more outdoor recreation uses. (3)

Pts. \_\_\_\_\_

The trail project is located on a trail, which gives access to four more outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields, and another spur of a campground, and the trail has a fishing platform located along a stretch of river to which the trail runs parallel.

b) Trail provides access to three outdoor recreation uses. (2) Pts. \_\_\_\_\_

The trail project is located on a trail, which gives access to three outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields, and another spur to a campground.

c) Trail provides access to two outdoor recreation uses. (1) Pts. \_\_\_\_\_

The trail project is located on a trail, which gives access to two outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields.

**6. Does the trail project resolve conflict between historically conflicting trail uses? Maximum pts. (5)**

a) Trail will separate conflicting uses by creating separate trails within the same corridor. (3) Pts. \_\_\_\_\_

The trail project will create separate and distinct trails within an existing trail corridor. An example would be the creation of a trail for horses and a separate trail to accommodate all-terrain vehicles.

b) Trail will resolve conflicting use by developing existing trail into use by time of day or days of week between groups. (2) Pts. \_\_\_\_\_

The trail project will involve separating trail uses by scheduling and posting days and hours when individual trail uses are and are not allowed.

**7. Does the trail project provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized trail use? Maximum pts. (1)** Pts. \_\_\_\_\_

The trail project will provide a first of a kind trail design that solves trail use conflicts, safety issues, trail access, or problems with sharing of a trail with both motorized and non-motorized users.

**8. Is the trail project located close to high population areas? Maximum pts. (1)** Pts. \_\_\_\_\_

Project serves a County population estimated to be over 50,000.

**NRTA Project Scoring Summary**

	Motorized Projects	Non-Motorized Projects	Multiple/ Compatible Projects
All Projects - Sections A and B			
Motorized - Section B (Max 29 points)			
Non-motorized - Section D (Max 16 points)			
Multiple/ Compatible - Section E (Max 25 points)			
Total			

**Keys to a Successful Project**  
***Plan, Plan, Plan***  
***Communication, Communication, Communication!***

- Start ***planning*** your project early and communicate with your regional community services specialist often about your project goals.
- Before rushing out and applying for a grant, spend some time discussing project needs, goals and expectations with the trail community. A little pre-planning will pay dividends down the road.
- Start small and don't overestimate what you can do. Many larger projects fail because they were too ambitious and didn't have clear-cut goals or agreements among important groups.
- If a consultant fills out your application, be sure to check the completeness and accuracy of the information. Remember, as the grant applicant, you are responsible for the accuracy of the information provided on the application and fulfilling necessary requirements. If you are fortunate to have your project approved, make sure your consultant agrees with the project scope indicated on the grant before signing your grant award agreement.
- The ***financial responsibility*** for a grant can't be passed on to an ineligible sponsor by a resolution. Payments for activities approved in your grant award can only be made by the sponsor of the project. Eligible payments for the sponsor can only make the grant indicated on the grant agreement.
- All requests for ***changes*** or amendments ***to your grant agreement*** must be directed to your regional community services specialist. Your regional community services specialist needs to be notified if the person listed as the contact or the authorized representative for the grant changes.
- Finish your project before the expiration date. If you need an extension to this date, contact your regional community services specialist.
- For all sponsors who are considering a **land acquisition project**, please don't proceed until you have contacted the regional community services specialist. The land acquisition process can be complicated and is governed by a series of events that must be followed in order for you to be eligible for reimbursement.
- **AND MOST IMPORTANT**, feel free to ask questions if you don't know how to proceed or need clarification on such topics as eligible costs or grant administration procedures.